



**CITY OF SOUTH MIAMI
EMPLOYMENT OPPORTUNITY**

Recreation Aide (PT)

\$8.00/per hour

Application Deadline: 11/18/2011

Responsible for assisting in recreational activities, fitness and park related events including Senior Center with specific instruction from the Recreation Supervisor and guidance provided by Recreation Leader serving as Team/Group Leader.

SUPERVISION RECEIVED & EXERCISED

Exercises no supervision.

DUTIES AND RESPONSIBILITIES

- ❖ Responsible for assisting in recreational activities, fitness, after school house as well as assisting in Senior Center as directed by Recreation Supervisor.
- ❖ Shall abide by instructions from Recreation/Team Leader.
- ❖ Will seek direction from the Recreation Supervisor as to tasks that need to be done at the Center and/or facility where they are stationed.
- ❖ Will be responsible to answer phones and handle all clerical duties as directed by the Recreation Supervisor.
- ❖ Will be responsible to care for and monitor all children that are under their care and inform Recreation Supervisor of any and all safety issues related to any of the children that are under their care.
- ❖ Responsible to follow and comply with all safety requirements always ensuring the safety of the children.

MINIMUM QUALIFICATIONS REQUIRED

- ❖ High school graduation or its equivalency.
- ❖ Must be able to comprehend written and verbal instructions & perform simple math skills.
- ❖ Bilingual preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM JOB

- ❖ Knowledge or proper telephone etiquette.
- ❖ Ability to understand and carry out all written instructions.
- ❖ Ability to communicate clearly and concisely both orally and in writing.
- ❖ Computer proficiency required.
- ❖ Must have excellent customer skills.
- ❖ Ability to handle multiple tasks at the same time.